

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Community Podiatrist
Position Number:	504760
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals North/North West – Primary Health Services
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Manager, Podiatry North
Effective Date:	May 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Podiatry Board of Australia</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	Current Driver's Licence

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide a high standard of podiatric services to patients in the Northern District.

Work within a multidisciplinary team to build on community capacity for enhancing the health of individuals, groups and the community.

As a member of Podiatry North provide support to an integrated podiatry/foot health service.

Duties:

1. Assess the podiatry needs of the population, especially those of vulnerable groups.
2. Plan, implement and evaluate community-based programs that address the podiatric needs of the population.
3. Work as part of a multidisciplinary team to deliver flexible primary health care programs, in response to identified local needs.
4. Participate in staff meetings, professional development, quality assurance and relevant research projects as required.
5. Ensure all clinical practice complies with work health and safety policies and procedures and ensure a safe working environment.
6. In conjunction with the Manager, Podiatry North, contribute to the formulation of objectives, policies and priorities.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Exercise a high degree of independent professional judgment in the resolution of complex technical or critical professional problems. The Manager, Podiatry North will provide general supervision.
- Act as a consultant in the area of podiatry.
- Based on assessed need, develop unique programs to address highlighted health and well-being issues.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence

- b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Extensive experience as a practicing Podiatrist, including proven experience in developing and delivering community based podiatry programs.
2. Demonstrated commitment to and understanding of the principles and processes of primary health care, health promotion and community development.
3. Demonstrated high level communication, negotiation, advocacy, conflict resolution and interpersonal skills, including the ability to apply such skills within a multidisciplinary team environment.
4. A demonstrated ability to initiate and contribute to quality improvement programs and undertake research and evaluation projects.
5. Ability to coordinate and monitor podiatry services within a multidisciplinary team.
6. Competence in computer applications including the use of word processing, data bases and web based resources.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).